

DWX · A FIRST DIGITAL RANGE

One source of truth. Every policy. Total accountability.

DW DWx · First Digital

Policy governance & compliance CATEGORY	SharePoint + Power Automate BUILT ON	Stays in your tenant DATA RESIDENCY	• One source of truth • Total accountability	• Every policy
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DWX · POLICY GOVERNANCE & COMPLIANCE

PolicyIQ

Auditors cannot verify who read a policy or when, and that gap is where compliance risk lives. PolicyIQ runs the whole policy lifecycle on SharePoint inside your tenant (version control, mandatory acknowledgements, scheduled reviews and an exportable audit trail) in an interface your people already know.

01

THE PROBLEM

Policy documents are scattered, acknowledgement proof is missing, review cycles slip, and sensitive documents end up in third-party stores. When an auditor asks who acknowledged a policy and when, the honest answer is too often a shrug. Per-seat licensing on a dedicated tool only adds cost.

02

WHAT IT DELIVERS

- ✓ 95% — Acknowledgement rates, versus a typical 40%
- ✓ 100% — Audit-ready at any moment
- ✓ 80% — Faster policy distribution
- ✓ Zero — Outdated policies in circulation

03

WHAT IT DOES

- ✓ Version-controlled documents with full edit history in SharePoint
- ✓ Automated review-cycle scheduling with escalations for overdue reviews
- ✓ Department-specific distribution to the right groups only
- ✓ Side-by-side version comparison (diff view)
- ✓ Bulk import and migration with metadata preserved
- ✓ Mandatory acknowledgement workflows with timestamped, auditable evidence
- ✓ Classification by category (HR, IT, Finance, Safety) and framework (GDPR, ISO 27001, SOX)
- ✓ Read-receipt tracking, escalation and reminders
- ✓ Legally binding digital signature collection for critical policies
- ✓ A comprehensive, exportable audit trail

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04 WHO IT IS FOR

Compliance Officers
 Audit readiness and regulatory tracking they can prove on demand.

HR Directors
 Policy distribution and employee accountability without the spreadsheets.

Employees
 A straightforward, accessible way to read and acknowledge what applies to them.

05 HOW YOU GET STARTED

- 01 Discovery**
 A commitment-free call to map your process and compliance needs against the platform.
- 02 Deploy**
 We deploy the SharePoint Framework solution into your tenant and configure the Azure OpenAI engines. Nothing leaves your environment.
- 03 Run**
 Your teams work in the tools they already use. The agentic engines run proactively from day one; humans approve every consequential decision.

06 SUMMARY & BENEFITS

- ✓ A familiar SharePoint interface, no new tool to adopt
- ✓ Complete data sovereignty inside Microsoft 365
- ✓ 100% audit readiness, with every action logged
- ✓ No per-seat SaaS costs

Want to see it in your tenant?
 Talk to us at info@firsttech.digital or +27 10 501 0800.

